

Senior Center Maintenance Aide

Nature of Work

This is semi-skilled and some skilled maintenance work involving the routine maintenance of the Sevier County Senior Citizens Center. Activities associated with the job include the daily cleaning of the facility, performing light maintenance activities, landscaping and cleaning of grounds and ensuring the proper maintenance of heating and air conditioning systems. Additional activities include assisting with special events and activities, pressure cleaning exterior surfaces and structures, assisting with the routine maintenance of vehicles and maintaining daily logs of maintenance activities. Activities associated with the job can be physically demanding, potentially hazardous and the incumbent is exposed to a variety of weather conditions. Job responsibilities require considerable experience in building and lawn maintenance, good organizational, decision making and interpersonal skills and sufficient strength and agility to perform the physically demanding aspects of the job. Job performance is evaluated by the Senior Center Director through review of the overall cleanliness and maintenance of the Senior Citizens Center, ability to prioritize activities and meet workload demands, knowledge of construction, landscaping and building maintenance trades, organizational skills and the ability to interact effectively with co-workers and the public.

Illustrative Examples of Work

- Assists in repairing and/or replacing broken water lines, faucets, flush valves, commodes, sinks and other plumbing system components.
- Takes care of the lawns and gardens around the Senior Citizens Center and performs seasonal pruning, mowing, fertilizing and landscaping activities.
- Performs routine maintenance and repair of heating, venting and air conditioning systems and replaces filters according to established schedules.
- Repairs and/or replaces light bulbs and fixtures when necessary.
- Strips, waxes and buffs floors on a regular schedule.
- Orders and receives cleaning materials and supplies and ensures an adequate supply is maintained at all times.
- Assists with unstopping commodes and drainage lines.
- Performs routine preventive maintenance activities in accordance with established schedules and maintains a daily log of maintenance activities.
- Troubleshoots and repairs electrical circuits and replaces switches and receptacles when needed.
- Assists with the maintenance of parking lots, side walks and exterior lighting for the Senior Citizens Center.
- Repairs locks, doorknobs and catches when necessary.
- Assists with hanging, patching and repairing sheet rock.
- Assists with various masonry projects such as sidewalks, parking areas, retaining walls, etc.
- Paints structures, walls, additions, and a variety of exterior surfaces using the appropriate type of

paint.

- Repairs and/or installs ceiling and floor tile.
- Pressure washes exterior surfaces including picnic areas, outbuildings, etc.
- Performs light maintenance on vehicles including checking tire pressure, oil and lubricant levels, brakes, lights, etc.
- Interacts with co-workers, vendors and the public to provide general assistance.
- Maintains the outside appearance of the facility and ensures that all debris and litter is removed in a prompt manner.
- Assists the Director with special events, fundraisers and related activities including setting up rooms, constructing props, preparing signage and displays, etc.
- Ensures the overall cleanliness of the facility and routinely cleans all bathrooms, hallways, common areas, dining rooms, etc.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school with additional training and/or education in vocational trade areas; considerable experience working in building maintenance and construction trade areas including carpentry, electrical repair, plumbing, masonry, painting, roofing and building maintenance; experience working with the public; sufficient physical strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

- Considerable knowledge of industrial cleaning agents, supplies and materials.
- Knowledge of electronic circuitry, electric motors and multi-phase electrical systems.
- Knowledge of the carpentry, electrical and plumbing trades.
- Knowledge of natural gas supply lines and components.
- Knowledge of central heating and air conditioning components, controls, circuitry and systems.
- Knowledge of the painting, masonry, roofing and building maintenance trades.
- Knowledge of the safety procedures (including electrical tag out and Material Safety Data Sheets) associated with the designated trade areas.
- Knowledge of wiring diagrams, schematics, blueprints and as-built drawings.
- Knowledge of landscaping and lawn equipment maintenance including preventive maintenance procedures.
- Ability to organize personal time and activities in a productive and efficient manner.
- Ability to communicate and interact in a professional and considerate manner with co-workers, local officials and the public.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to troubleshoot and analyze heating and air equipment malfunctions and electrical circuitry.
- Ability to apply technical information effectively on the job and learn new information and techniques associated with the identified trade areas.

- Ability to work in a variety of work environments with frequent exposure to weather and climate extremes and mechanical, electrical and chemical hazards.
- Skill in the use of power and hand tools and diagnostic equipment associated with the identified trade areas.
- Skill in the operation of motor vehicles.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.